

Consular Report of Birth Abroad (CRBA) Application CHECKLIST

To help make sure that processing of your CRBA application goes as smoothly and as quickly as possible, please complete this checklist as you fill in your DS-2029 form. **Please understand that you must bring the originals of all documents with you on the day of your appointment.**

DS-2029 APPLICATION

- ☐ Before starting, I reviewed the citizenship transmission requirements at <https://www.uscis.gov/us-citizenship/citizenship-through-parents>
- ☐ I printed legibly or completed an online [DS-2029](#) application and printed it and did **NOT** sign the application
- ☐ I have original supporting documents (see list below)
- ☐ I completed all question blocks. If a question is not applicable to you, enter “*Not Applicable*” or “*N/A.*”
- ☐ Dates are listed in month/day/year format: December 01, 2020 should be written as 12/01/2020.
- ☐ **I gave precise dates of the U.S. citizen parent’s physical presence in the United States and I understand that residence is NOT the same thing as physical presence (don’t understand? Email us at ConsularGaborone@state.gov)**
- ☐ I understand the fee is US\$100 (payable in dollars printed after 2007 with no marks or tears, Pula, or by credit card) to the consular cashier

SUPPORTING DOCUMENTS

- ☐ Original birth certificate listing the parent(s) + **1 copy**
- ☐ I have the parents’ original US passports or IDs with their signatures + **1 copy**
- ☐ Original Marriage Certificate + **1 copy**
- ☐ Original evidence of termination of any prior marriages, for example: a death certificate, record of annulment, or a divorce decree (absolute or final)
- ☐ Evidence of U.S. citizen parent’s physical presence in the United States. Some examples of primary evidence include (but are not limited to):
 - Grade school, high school and university transcripts;
 - Previous passports with clear U.S. entry/exit stamps;
 - Leases/rental agreements for homes/apartments, utility bills, car rental, or ride share receipts;
 - **PLEASE NOTE:** Evidence such a tax documents and photos are good secondary evidence, but do not constitute *clear and convincing evidence of physical presence* in the United States
 - **Worried about your evidence of U.S. physical presence?** Contact us!
- ☐ Pre-natal records/hospital birth records
- ☐ **PLEASE NOTE:** Any document whose contents are in a language other than English must be accompanied by a full English language translation. The translator must certify that the translation is complete and accurate, and the translator's certification must state that s/he is competent to translate from the relevant foreign language into English.

DS-11: PASSPORT APPLICATION FOR MINOR U.S. CITIZEN, for parents wishing to apply for a U.S. passport for their child on the same day:

- ☐ I printed legibly or completed an online [DS-11](#) application and printed it
- ☐ I did NOT sign the application form
- ☐ I have an original birth certificate listing the parent(s) + **1 copy**
- ☐ I have the parents’ original US passports or IDs with their signatures + **1 copy**
- ☐ I have an original marriage certificate and divorce decrees for any previous marriages (if applicable) + **1 copy**
- ☐ Both parents and child /children will be present at the consulate
- ☐ I have 1 passport photo, color on a white background, size 5cm x 5cm (U.S. Passport Size)
- ☐ I understand the fee is US\$115, payable in dollars (printed after 2007 with no marks or tears), Pula, or by credit card

Please bring clear copies of all original documents (e.g. passport bio page, birth certificate, marriage certificate) or copies will be charged at \$1 per page.

If you require any further info please email us at ConsularGaborone@state.gov. The application forms can be found at www.travel.state.gov